




WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Stanley Correctional Institution

Date: December 2, 2022
To: All Persons in Our Care (PIOC) and Visitors
From: Chris Buesgen, Warden 
Subject: In-Person (Contact) and Zoom Visitation Updates

Beginning December 11, 2022, Stanley Correctional Institution (SCI) will require visitors to schedule in person (contact) and Zoom visiting through **Signup Genius** using the hyperlinks below. Visitors will have up to 5 days prior to the scheduled visit day to sign up (example: visitors must sign up on December 6 for a visit on December 11). Please follow the hyperlinks below to schedule an in-person visits, Zoom visit, and to review the SCI Visiting Room Handbook for questions regarding visiting guidelines and procedures. Once a visitor signs up through Signup Genius, they will receive a generated email from Signup Genius. The email **is not** from the Department of Corrections or Stanley Correctional Institution.

Visitation requests shall be scheduled a minimum of five business days in advance through Signup Genius utilizing the following website:

- For in-person visits: <https://www.signupgenius.com/go/70A054FAFA82BAAFD0-sciinperson>
- For Zoom visits: <https://www.signupgenius.com/go/70A054FAFA82BAAFD0-scivideo>
- SCI Visitor Guide: <https://doc.wi.gov/Documents/OffenderInformation/AdultInstitutions/SCIVisitingInformationEnglish.pdf>

Visiting days are as follows:

- Sunday In-Person (Contact) & Zoom
- Monday In-Person (Contact) & Zoom
- Tuesday In-Person (Contact) & Zoom
- Wednesday No Visits
- Thursday Zoom Only
- Friday No Visits
- Saturday No Visits

In-Person (Contact) Visits

1. PIOC are permitted to have up to three (3) visits per week (contact and/or Zoom). Visits are limited to one per day.
2. In-person (contact) visits will be scheduled every 2 hours but will only be a maximum of 1 hour and 50 minutes in length. This is to allow proper cleaning and disinfecting between visits.
3. In-person visiting hours are as follows:

Monday and Tuesday

2:10 PM - 4:00 PM, 4:10 PM - 6:00 PM, 6:10 PM - 8:00 PM

Sunday and Holidays

8:00 AM - 9:50 AM, 10:00 AM - 11:50 AM, 1:00 PM - 2:50 PM

4. Once an in-person (contact) visit has been scheduled, the visitor will receive a confirmation email through SignUpGenius.

5. In-person (contact) visits will not be rescheduled or extended past the scheduled end time due to tardiness by the visitor or PIOC due to scheduling limitations.
6. In-person visitors will be subject to precautionary entrance procedures which may include a temperature check and symptom screening. Visitors may arrive up to 10 minutes prior to their scheduled visit in order to allow extra time for entrance screening. Visitors who do not meet the screening guidelines may be denied visitation or required to wear a face mask.

Zoom Visits

1. PIOC are permitted to have up to three (3) visits per week (contact and/or Zoom). Visits are limited to one per day.
2. Zoom visits are scheduled every hour for a 45-minute visit.
3. Once the Zoom visit is scheduled through **Signup Genius**, SCI will send the link for the scheduled Zoom visit to the email provided.
4. Only visitors scheduled shall participate in visit. Photo Identification is required at the beginning of visit per the SCI Visitor Guide.
5. Zoom visiting hours are as follows:

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| Thursday, Monday, and Tuesday (45 minutes in length) | |
| 2:15 pm | 5:15 pm |
| 3:15 pm | 6:15 pm |
| 4:15 pm | 7:15 pm |

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| Sunday and Holidays (45 minutes in length) | |
| 8:15 am | 12:15 pm |
| 9:15 am | 1:15 pm |
| 10:15 am | 2:15 pm |
| 11:15 am | |